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STANDARD FORM NO. 64

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020074-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE: 9 April 1953

FROM : Research and Planning Staff

SUBJECT: Maternity Cases

1. The following notes relate to the points raised in your comments on the proposed PDM governing maternity cases (Tab A).

2. Federal Personnel Council position: Their project plans for Fiscal Year '53 included a study of maternity leave by the Employee Relations Committee with the target reporting date in Spring 1953. However, no preliminary reports or recommendations have been made by that committee and no position on this matter has been taken by the Council.

3. Volume 24 of the CG Decisions is attached with a tab at 24 CG 27. The discussion on page 29 as to the time resignation is submitted is pertinent.

4. We have a copy of Division Memorandum 86 of the Commission's Personnel Classification Division issued in July 1944 (Tab B) which authorizes the establishment of temporary identical additional positions to cover extended periods of sick leave or leave without pay and also to allow for training of a replacement when it is definitely known that an employee will be separated. This would provide ample basis for filling positions immediately prior to and during maternity leave. (In actual practice in the Agency, a sort of double slotting has been used in the past. However, as more offices approach their on-duty ceilings, it will be difficult to continue this arrangement.) The amount of paper work involved in establishing temporary "i.a." positions should not preclude our use of this technique, but, since the Agency is presently unable to make limited-time appointments, separation of surplus personnel in such positions could conceivably present a future problem. Unless this possibility is considered too serious, it would seem reasonable to extend the temporary "i.a." procedure to separations and extended leaves (over six months) generally.

5. If you approve this plan, we will prepare an appropriate PDM immediately and cover the subject in a revision of leave

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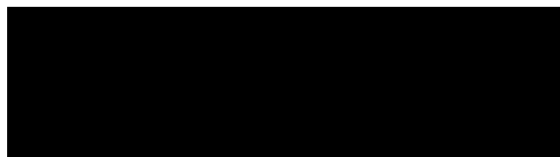
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regulations as soon as possible. Necessary changes in paragraph 4 of the attached PDM (Tab A) will be made on the basis of your decision on this question.

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Attachments

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